

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
**OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT**

<b>Center Name:</b> Little Rays of Sunshine Early Learning Center	<b>Center ID#:</b> 04LIT0015	<b>County:</b> Camden
--	---------------------------------	--------------------------

<b>Address:</b> 515 W. Evesham Road	<b>City:</b> Magnolia	<b>Phone:</b> (856) 346-0440	<b>Fax:</b> (856) 346-1779
--	--------------------------	---------------------------------	-------------------------------

**License Status:** R 9/3/2013 - T 3/3/2014 - T 5/3/14 (8 months)

<b>Initial Inspection:</b> 4/3/2012 M/C	<b>Due Date(s):*</b>	3/28/2013	5/3/2013	6/7/2013	7/1/2013	7/10/2013
	<b>Date(s) Reinspection:</b>	4/3/2013	5/24/2013	6/17/2013	6/26/2013	7/22/2013
<b>Due Date(s):*</b>	8/5/2013	9/5/2013	9/20/2013	9/24/2013	10/15/2013	12/4/2013
<b>Date(s) Reinspection:</b>	8/22/2013	9/6/2013	9/10/2013	10/1/2013	11/4/2013	12/6/2013
<b>Due Date(s):*</b>	12/20/2013	1/22/2014	2/18/2014	4/4/2014	4/18/2014	
<b>Date(s) Reinspection:</b>	1/8/2014	2/4/2014	3/21/2014	4/4/2014	5/14/2014	

**Center is in compliance with requirements as of:** transfer *\*Reinspection occurs on or soon after due date*

**\*\*Violation numbers 3, 35, 46, 59, 60 and 64 were transferred from a monitoring/complaint report started on 4/3/12.**

Renewal and Complaint done on 4/3/13. Complaint #341 on 6/26/2013. Complaint #604 on 11/4/2013.

**Renewal** ☒ **Initial** ☐ **Monitor** ☒ **Increase** ☐ **Age Change** ☐ **Relocation** ☐ **New Sponsor** ☐ **Space Evaluation** ☐ **Complaint #** 146

<b>Date Cited</b> M/D/Year	<b>Date Abated</b> M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
-------------------------------	--------------------------------	--

**Supervision, Staff/Child Ratios & Space**

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on trips; or with more than 12 school-age children on walks.
		<input type="checkbox"/> 2. Provide immediate access to 1 additional adult for the school-age program when it is permitted to operate with only 1 staff member present.
2/11/2013	4/3/2013	<input checked="" type="checkbox"/> 3. Ensure that children are supervised by a staff member at all times.

**Notes:**

6/17/2013	6/26/2013	<input checked="" type="checkbox"/> 4. Develop and implement a method to keep track of all the children.
6/17/2013	6/26/2013	<input checked="" type="checkbox"/> 5. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

**Notes:**

		<input type="checkbox"/> 6. Ensure that staff meet minimum age requirements and those below 18 years old are directly supervised staff at least 18 years old.
		<input type="checkbox"/> 7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 8. Cease caring for children below 2 ½ years of age.
		<input type="checkbox"/> 9. Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.
		<input type="checkbox"/> 10. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		<input type="checkbox"/> 11. Post the center's license in a prominent location.
		<input type="checkbox"/> 12. Operate within the center's licensed capacity and within each room's capacity.

**Notes:**

		<input type="checkbox"/> 13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
4/3/2013	5/24/2013	<input checked="" type="checkbox"/> 14. Ensure the children's health, safety and well-being.

**Notes:** Recited 11/4/13, see page 10.

**Activities & Discipline**

		<input type="checkbox"/> 15. Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
		<input type="checkbox"/> 16. Provide a sufficient variety of age-appropriate activities.
4/3/2013	5/24/2013	<input checked="" type="checkbox"/> 17. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 18. Provide enough supplies, furniture and equipment for the required activities.

**Note:** If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 19. Plan and implement opportunities for school-age children's involvement in activity planning.
		<input type="checkbox"/> 20. Take children outdoors daily.
		<input type="checkbox"/> 21. Prepare and post a written discipline policy including acceptable actions that staff members may take.
		<input type="checkbox"/> 22. Use positive methods of guidance and discipline consistent with children's age and developmental needs; prohibit corporal and/or emotional punishment.

Notes:

		<input type="checkbox"/> 23. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
--	--	---

**Nutrition & Rest**

		<input type="checkbox"/> 24. Ensure that food provided by the center is stored, prepared and served in a sanitary manner.
		<input type="checkbox"/> 25. Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		<input type="checkbox"/> 26. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:

Notes:

		<input type="checkbox"/> 27. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
		<input type="checkbox"/> 28. Provide age-appropriate seating for children who no longer need to be held for feeding.
4/3/2013	5/24/2013	<input type="checkbox"/> 29. Provide a written feeding plan for children less than 12 months of age.
4/3/2013	9/6/2013	<input checked="" type="checkbox"/> 30. Label each child's bottle with the child's name.
		<input type="checkbox"/> 31. Ensure that bottles are not propped when children are feeding.
		<input type="checkbox"/> 32. Remove bottles when children have fallen asleep.
		<input type="checkbox"/> 33. Provide daily rest period for each child aged 18 months to 5 years who attends the center for 4 or more consecutive hours and as needed for each child below 18 months.
		<input type="checkbox"/> 34. Provide alternative activities for children who rest for 30 minutes and do not need more rest.
2/11/2013	9/6/2013	<input checked="" type="checkbox"/> 35. Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets.
4/3/2013	5/24/2013	<input checked="" type="checkbox"/> 36. Ensure that sleeping equipment is free of pillows and soft bedding when occupied by a sleeping child.
		<input type="checkbox"/> 37. Identify and store individually each child's sleeping equipment and bedding.
		<input type="checkbox"/> 38. Provide enough light in rooms where children are napping to allow staff to see them.
4/3/2013	9/10/2013	<input checked="" type="checkbox"/> 39. Repair and/or replace sleeping equipment that is in disrepair.
		<input type="checkbox"/> 40. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
		<input type="checkbox"/> 41. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 42. Place children 18 months and younger in a face-up sleeping position unless indicated in writing by child's health care provider.

**Illnesses & Accidents**

		<input type="checkbox"/> 43. Designate an area where sick children can be separated from well children and provide rest equipment.
		<input type="checkbox"/> 44. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions.
		<input type="checkbox"/> 45. Notify parents immediately of the following: head injury; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
2/11/2013	8/23/2013	<input checked="" type="checkbox"/> 46. Maintain an accident log that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by a doctor.
		<input type="checkbox"/> 47. For sick care programs: provide separate rooms/area and toilet facilities for sick and well children; install partitions/room dividers to separate children with different illnesses; provide liquid soap.
		<input type="checkbox"/> 48. Provide for children with chicken pox: isolation room; floor to ceiling barriers; separate toilet facilities.

**Administration & Parent Involvement**

		<input type="checkbox"/> 49. Provide access to a phone, and ensure someone receives and transmits messages to the center.
4/3/2013	8/23/2013	<input type="checkbox"/> 50. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
		<input type="checkbox"/> 51. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
11/4/2013	4/4/2014	<input checked="" type="checkbox"/> 52. Designate someone in the center to carry out the director's responsibilities when the director is absent.
		<input type="checkbox"/> 53. Ensure that the head teacher, group teacher and program supervisor are scheduled to work for the required amount of time.
		<input type="checkbox"/> 54. Ensure that the head teacher/group teacher schedule time in other classrooms.
		<input type="checkbox"/> 55. Establish and maintain a staff substitute system.
4/3/2013	9/6/2013	<input type="checkbox"/> 56. Hold parent/staff conferences semi-annually and upon request.
4/3/2013	8/23/2013	<input type="checkbox"/> 57. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.

Note: If number is checked, see attachment page(s) for clarification.

## Program Records

4/3/2013	8/22/2013	<input type="checkbox"/> 58. Complete and maintain at the center the staff records checklist.
Confidential Notes:		
4/23/2012	transfer	<input type="checkbox"/> 59. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor and all regularly scheduled staff.
Confidential Notes: CARI's transferred from the monitoring, complaint and renewal reports.		
4/23/2012	transfer	<input type="checkbox"/> 60. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor and all regularly scheduled staff.
Confidential Notes: CHRI's transferred from the monitoring, complaint and renewal reports.		
		<input type="checkbox"/> 61. Provide the following records for the director, head teacher, group teacher or program supervisor: education / training experience
		<input type="checkbox"/> 62. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
		<input type="checkbox"/> 63. Provide the required documentation for the director hired before March 21, 2005 who does not meet the qualification requirements specified in 10:122-4.6(b)1-3 demonstrating completion of: a) the Director's Academy; b) the National Administrator Credential; or c) 45 clock hours of staff development that includes all the subject areas as indicated in 10:122-4.6(b)4iii.
2/11/2013	8/22/2013	<input checked="" type="checkbox"/> 64. Provide complete orientation within two weeks of hire to all staff members in: center operations; policies and procedures; supervision; tracking; group size limits; primary caregiver responsibilities; release policy; discipline policy; health practices; evacuating the center; using fire alarms; recognizing and reporting child abuse/neglect.
4/3/2013	8/22/2013	<input type="checkbox"/> 65. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures.
		<input type="checkbox"/> 66. Ensure that new directors complete staff development in Understanding Licensing Regulations and Child Behavior Management within one year of hire.
4/3/2013	4/4/2014	<input type="checkbox"/> 67. Ensure that all full-time staff complete 8 hours annual training in the following core areas: child growth and development; positive guidance and discipline; health and safety.
4/3/2013	4/4/2014	<input type="checkbox"/> 68. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours or annual training in 1 or more of the following: Director's Academy; National Administrator ; Credential; equivalent staff development in nine specific management areas.
		<input type="checkbox"/> 69. Maintain a record of the date and purpose of the consulting head teacher's 2 monthly on-site visits.
4/3/2013	4/4/2014	<input checked="" type="checkbox"/> 70. Ensure that a staff member(s) who has current certified basic knowledge of first aid principles and CPR is at the center at all times when enrolled children are present.
6/26/2013	8/23/2013	<input checked="" type="checkbox"/> 71. Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		<input type="checkbox"/> 72. Maintain a written outline of daily activities.
4/3/2013	8/22/2013	<input type="checkbox"/> 73. Complete and maintain at the center the children's records checklist.
Confidential Notes:		
4/3/2013	9/10/2013	<input type="checkbox"/> 74. Submit the required OOL form certifying the center has reviewed the Department of Law and Public Safety (DLPS), Division of Consumer Affairs' (DCA), list of unsafe children's products and that there are no unsafe products in the center.
4/3/2013	9/10/2013	<input type="checkbox"/> 75. Maintain at the center the DLPS, DCA, list of unsafe children's products and make available to center staff and parents of enrolled children.
4/3/2013	10/1/2013	<input type="checkbox"/> 76. Ensure that the Universal Health Record is updated annually.
4/3/2013	9/6/2013	<input type="checkbox"/> 77. Obtain written approval from the child's parent before administering medication to a child.
4/3/2013	9/6/2013	<input type="checkbox"/> 78. Maintain medication records that include the following: child's name and parental authorization; name of the medication; illness being treated; dosage, frequency and other instructions; time and by whom the medication was administered; any adverse effects.
4/3/2013	8/22/2013	<input type="checkbox"/> 79. Maintain at the center and distribute to parents a written policy on communicable disease management.
4/3/2013	8/22/2013	<input type="checkbox"/> 80. Maintain on file and follow the written policy on the release of children.
4/3/2013	9/6/2013	<input type="checkbox"/> 81. Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; parental receipt of the policy.
4/3/2013	8/22/2013	<input type="checkbox"/> 82. Obtain from parents and maintain at the center: blanket permission slips for walks; individual permission slips for field trips, including information on type of vehicle used and whether staff or parent will drive.
4/3/2013	8/23/2013	<input type="checkbox"/> 83. Maintain at the center documentation of a current comprehensive general liability insurance policy.

**Sanitation & Diapering**

4/3/2013	5/24/2013	<input checked="" type="checkbox"/> 84. Wash and disinfect the following: toilet training chairs after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		<input type="checkbox"/> 85. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
4/3/2013	5/24/2013	<input checked="" type="checkbox"/> 86. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change.
4/3/2013	5/24/2013	<input checked="" type="checkbox"/> 87. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions.
		<input type="checkbox"/> 88. Provide disposable rubber gloves for contact with blood or vomit.
		<input type="checkbox"/> 89. Change each child's diaper when wet or soiled.
4/3/2013	9/6/2013	<input checked="" type="checkbox"/> 90. Provide a diapering area within 15 feet of a sink not used for food preparation.
		<input type="checkbox"/> 91. Ensure that diapering does not take place in an area or on a surface used for food preparation.
4/3/2013	5/24/2013	<input checked="" type="checkbox"/> 92. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.
4/3/2013	9/6/2013	<input checked="" type="checkbox"/> 93. Place soiled disposable diapers in a closed container with a leakproof lining.

**Bathroom & Kitchen Facilities**

6/17/2013	6/17/2013	<input checked="" type="checkbox"/> 94. Ensure all toxic substances and medications are inaccessible to children.
Notes:		
		<input type="checkbox"/> 95. Ensure that children cannot lock themselves in bathrooms.
4/3/2013	9/6/2013	<input checked="" type="checkbox"/> 96. Provide bathroom supplies as follows: soap; toilet paper; individual/disposable towels; platforms.
		<input type="checkbox"/> 97. Securely fasten the bathroom equipment.
		<input type="checkbox"/> 98. Sand and paint rusted bathroom stall dividers.
4/3/2013	9/6/2013	<input checked="" type="checkbox"/> 99. Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
		<input type="checkbox"/> 100. Designate and visibly identify the staff/adult toilet facility.
		<input type="checkbox"/> 101. Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children.(SA)
11/4/2013	3/21/2014	<input checked="" type="checkbox"/> 102. Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit. (SA)
		<input type="checkbox"/> 103. Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
		<input type="checkbox"/> 104. Provide a barrier to the kitchen area to prevent accidental access by children.
4/3/2013	5/14/2014	<input checked="" type="checkbox"/> 105. Ensure microwave ovens are: out of children's reach; secured; not in use when children are in the area.
		<input type="checkbox"/> 106. Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
		<input type="checkbox"/> 107. Ensure that food waste receptacles are lined and maintained in a sanitary condition.

**Health & Fire Safety**

4/3/2013	8/22/2013	<input type="checkbox"/> 108. Provide and make accessible to staff; a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
4/3/2013	8/22/2013	<input type="checkbox"/> 109. Post a sign in a prominent location to prohibit smoking when the center is operating.
		<input type="checkbox"/> 110. Prohibit smoking in all areas of the center when the center is operating; provide separate ventilation for areas where smoking is permitted when the center is not operating.
		<input type="checkbox"/> 111. Take necessary action to free the center of infestation by rodents and insects, provide documentation.
		<input type="checkbox"/> 112. Obtain and maintain on file a current health certificate.
		<input type="checkbox"/> 113. Obtain and maintain on file a current fire certificate.
4/3/2013	8/22/2013	<input checked="" type="checkbox"/> 114. Conduct and document monthly fire drills during each session provided at the center.
		<input type="checkbox"/> 115. Ensure the center's fire protective systems are operative at all times.
4/3/2013	8/22/2013	<input type="checkbox"/> 116. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
		<input type="checkbox"/> 117. Post a diagram depicting: approved areas; evacuation routes; room identifications.
6/17/2013	6/17/2013	<input checked="" type="checkbox"/> 118. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes:

		<input type="checkbox"/> 119. Ensure that illuminated exit signs and emergency lighting are operable at all times.
4/3/2013	9/6/2013	<input type="checkbox"/> 120. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 121. Remove excess storage and/or combustibles from the furnace room.
		<input type="checkbox"/> 122. Remove portable liquid fuel-burning or wood-burning heating appliances.
		<input type="checkbox"/> 123. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
		<input type="checkbox"/> 124. Provide and maintain in good condition: handrails on all stairs with 3 or more risers; guardrails on all open sides of landing with intermediate guards spaced no more than 4 inches apart.
		<input type="checkbox"/> 125. Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
4/3/2013	4/4/2014	<input checked="" type="checkbox"/> 126. Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code:

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 127. Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
		<input type="checkbox"/> 128. Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.
<b>Environmental Safety</b>		
4/3/2013	9/4/2013	<input type="checkbox"/> 129. Complete and submit a DCF Renewal Attestation Form with the center's previous DEP approval letter attached and any other environmental documents if applicable.
		<input type="checkbox"/> 130. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from the Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site on which the center is located. [Note: Check the DEP website at <a href="http://www.state.nj.us/dep/dccrequest">www.state.nj.us/dep/dccrequest</a> for the most current information.]
		<input type="checkbox"/> 131. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
		<input type="checkbox"/> 132. Submit current documentation from the DEP, Bureau of Safe Drinking Water (BSDW), for centers not on a public community water system. [Note: Check the DEP, BSDW website at <a href="http://www.state.nj.us/dep/dccrequest/safedrnk.htm">www.state.nj.us/dep/dccrequest/safedrnk.htm</a> or call (609) 292-5550 for more information.]
		<input type="checkbox"/> 133. Submit a letter of prior uses from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA, 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
4/3/2013	3/21/2014	<input checked="" type="checkbox"/> 134. Submit a current letter or other approval from the DHSS, Indoor Environments Program, for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. [Note: <b>Contact DHSS prior to taking action</b> to confirm what is needed for your center. Call DHSS at (609) 826-4923 or email DHSS using the link at <a href="http://www.state.nj.us/health/coh/tsrp/iep/ccc_ieha.shtml">www.state.nj.us/health/coh/tsrp/iep/ccc_ieha.shtml</a> ]
		<input type="checkbox"/> 135. Test for the presence of radon gas and post the test results in a prominent location.
		<input type="checkbox"/> 136. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.
		<input type="checkbox"/> 137. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard.
<b>Building Maintenance</b>		
4/3/2013	2/4/2014	<input checked="" type="checkbox"/> 138. Keep all surfaces clean and in good repair.
Notes:		
4/3/2013	9/6/2013	<input checked="" type="checkbox"/> 139. Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
4/3/2013	9/6/2013	<input checked="" type="checkbox"/> 140. Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
		<input type="checkbox"/> 141. Eliminate moisture resulting from leaks or seepage.
		<input type="checkbox"/> 142. Maintain the building structure to prevent drafts, leaks and infestation.
4/3/2013	9/10/2013	<input type="checkbox"/> 143. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
		<input type="checkbox"/> 144. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
		<input type="checkbox"/> 145. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
		<input type="checkbox"/> 146. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
		<input type="checkbox"/> 147. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.
11/4/2013	11/4/2013	<input checked="" type="checkbox"/> 148. Raise temperature to a minimum of 68 degrees Fahrenheit in all rooms used by children.
		<input type="checkbox"/> 149. Increase light in specific areas:
		<input type="checkbox"/> 150. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 151. Ensure that doors in all interior rooms designated for use by children remain unlocked.
		<input type="checkbox"/> 152. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
		<input type="checkbox"/> 153. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
		<input type="checkbox"/> 154. Ensure that stairways are free of tripping hazards.
		<input type="checkbox"/> 155. Provide a barrier extending at least 5 feet above floor level.
4/3/2013	1/14/2014	<input checked="" type="checkbox"/> 156. Repair and/or paint surfaces in specified areas:
4/3/2013	10/1/2013	<input checked="" type="checkbox"/> 157. Maintain indoor/outdoor garbage receptacles as follow: covered; emptied as needed; leakproof; clean.
4/3/2013	5/14/2014	<input checked="" type="checkbox"/> 158. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes:		
<b>Outdoor Play Area, Equipment and Maintenance</b>		
		<input type="checkbox"/> 159. Provide and maintain in good condition a fence, enclosure or other barrier for the outside play area.

Note: If number is checked, see attachment page(s) for clarification.



		<input type="checkbox"/> 160. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
		<input type="checkbox"/> 161. Grade or provide drains for the outside play area.
		<input type="checkbox"/> 162. Ensure that outdoor areas and play equipment are free from stagnant water.
		<input type="checkbox"/> 163. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
6/17/2013	4/4/2014	<input checked="" type="checkbox"/> 164. Ensure play equipment is specifically age-appropriate for the ages served.
4/3/2013	9/6/2013	<input checked="" type="checkbox"/> 165. Repair or remove broken/rusted toys in the outdoor play area.
		<input type="checkbox"/> 166. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 167. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
		<input type="checkbox"/> 168. Select an area for children's outdoor play that is adjacent to or within close proximity of the center.
		<input type="checkbox"/> 169. Ensure the safety of the children on route to the outdoor play area.
		<input type="checkbox"/> 170. Remove debris and overgrown vegetation in the outdoor play area.
		<input type="checkbox"/> 171. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
		<input type="checkbox"/> 172. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
		<input type="checkbox"/> 173. Provide 150 square feet of outdoor space for 5 children and 30 square feet for each additional child.
		<input type="checkbox"/> 174. Limit the number of children using the outdoor play area to the maximum capacity.
		<input type="checkbox"/> 175. Cease using dump and fill wading pools.
		<input type="checkbox"/> 176. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.
		<input type="checkbox"/> 177. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		<input type="checkbox"/> 178. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
4/3/2013	12/6/2013	<input checked="" type="checkbox"/> 179. Take necessary action to remove outdoor hazards.

**ALERT:** Effective 6/28/11, cribs manufactured, sold, or leased in the United States must comply with new federal standards. Effective 12/28/12, child care centers must have compliant cribs in their facilities. For more information on crib safety and safe sleep environments for infants, refer to CPSC's crib information center at [www.cpsc.gov/info/cribs/index.html](http://www.cpsc.gov/info/cribs/index.html).

- ☒ Director/Designee confirmed center does not provide or arrange for the provision of transportation of children.  
☐ For centers providing transportation, see attached Transportation Inspection/Violation page.

		Date
Inspector Signature	Director/Designee Signature	4/3/2013
Emily Gear and Kelisa Felice		

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
3	2/11/2013	4/3/2013	Transferred from a monitoring and complaint report dated 4/3/12: Bathroom routine and supervision was adequate on 2/25/13. Moved outstanding requirement to violation #64: "submit the written plan of action to OOL" to to abate violation.	Delete
35	2/11/2013	5/24/2013	Transferred from a monitoring and complaint report dated 4/3/12: Provide cribs for children shortly after they fall asleep in swings, bouncy seats, and on the floor. Room 1	Delete
46	2/11/2013	8/23/2013	Transferred from a monitoring and complaint report dated 4/3/12: Based on a department investigation, provide OOL with all documentation regarding the 2 incidences that occurred in October 2012.	Delete
64	2/11/2013	8/22/2013	Transferred from a monitoring and complaint report dated 4/3/12: Based on a department investigation and observation, retrain all staff on the center's discipline policy and positive methods of guidance. Provide a copy of the center's discipline policy, agenda, and staff signatures to OOL.	Delete
14	4/3/2013	5/24/2013	Ensure children's health: child's pacifier was stored on the diaper changing surface in room 1.	Delete
17	4/3/2013	5/24/2013	Provide age-appropriate time frames for each activity: the children in room 2, ages 12-24 months, were required to sit and wait at the table for too long with nothing to do while one staff member heated all of the children's lunches. The second staff member spent her time bringing the children back to the table to sit and wait as they were constantly getting up and running to play with the toys in the room.	Delete
30	4/3/2013	9/6/2013	Label each child's bottle and sippy cup with their name as needed throughout the center. 6/17/13: bottles were labeled and therefore abated. 8/22/13: label each child's bottle with their name in room 1. 9/6/13: 2 named children out of 3 present did not have their bottles labeled. Named teacher was asked to label immediately and do so moving forward if the parents do not.	Delete
35	4/3/2013	9/6/2013	Provide blankets and sheets for all children as needed throughout the center.	Delete
36	4/3/2013	5/24/2013	Ensure that sleeping equipment is free of pillows/bobby's - room 1.	Delete
39	4/3/2013	9/10/2013	Repair and/or replace the cracked cots in room 3 and as needed throughout the center. 9/10/13: per director's request - visited prior to due date to abate cot violation.	Delete
64	4/3/2013	8/22/2013	Provide documentation of complete orientation within two weeks of hire to all staff members in: center operations; policies and procedures; supervision; tracking; group size limits; primary caregiver responsibilities; release policy; discipline policy; health practices; evacuating the center; using fire alarms; and recognizing and reporting child abuse/neglect.	Delete
84	4/3/2013	5/24/2013	Wash and disinfect the following throughout the center: diapering surfaces after each use and tables before each meal using the 2-step process.	Delete
86	4/3/2013	5/24/2013	Ensure that children wash their hands with soap and running water before the intake of food - rooms 2 and 3.	Delete
86	4/3/2013	5/24/2013	Ensure that children wash their hands with soap and running water before the intake of food. Children in rooms 3 and 4 went to the bathrooms to wash their hands to prepare for lunch. When they returned to their rooms they sat on the carpet while staff prepared and set up their food. The children then went from the floor to the table to eat. Ensure children go directly from washing their hands to sitting down at the table to eat.	Delete
87	4/3/2013	5/24/2013	Ensure that staff wash their hands with soap and running water before preparing or serving food - rooms 1, 2, and 3.	Delete
90	4/3/2013	9/6/2013	Provide a diapering area within 15 feet of a sink not used for food preparation. Rooms 1, 2, and 3.	Delete
92	4/3/2013	5/24/2013	Maintain diapering surfaces that are non-absorbent and in good repair. Rooms 1, 2, and 3.	Delete
93	4/3/2013	9/6/2013	Place soiled diapers in a closed container. Rooms 2 and 3.	Delete
96	4/3/2013	9/6/2013	Ensure staff in rooms 2 and 3 have the children use the platforms when using the sinks.	Delete
99	4/3/2013	9/6/2013	Ensure toileting privacy for staff when using the "adult/children's" bathroom by providing a lock up high and out of the children's reach. The alternative is to make the named bathroom a "children's" bathroom as there is already an "adult/staff" only bathroom in the center. 9/6/13: Center made the bathroom a "children" only.	Delete
105	4/3/2013	5/14/2014	Ensure microwave ovens are out of the children's reach in both sides of room 4.	Delete
126	4/3/2013	4/4/2014	Provide a copy of the center's life hazard registration describing the center as a "day nursery."	Delete
134	4/3/2013	3/21/2014	Submit a current letter or other approval from the DOH (formerly DHSS), Indoor Environment Program, for the center as it is located in a building built in 1978 or earlier.	Delete
138	4/3/2013	1/8/2014	Provide general housekeeping and cleaning for the following items as needed throughout the center: cob webs over/around emergency lights and exit signs, large toys and equipment, counter tops, shelves, outside of refrigerators, walls (including bathrooms), chairs, trash cans, doors, and inside of microwaves.	Delete
138	4/3/2013	9/6/2013	Repair/replace the falling light cover over the refrigerator in room 1.	Delete
138	4/3/2013	9/6/2013	Clear away metal studs from path; wrap up hose; remove tripping debris, organize/clean the side and back fenced in areas as they may need to be used as an emergency exit for the center. Outside rooms 3 and 4.	Delete
138	4/3/2013	5/24/2013	Repair/replace the ripped adult folding chair in room 1.	Delete
138	4/3/2013	2/4/2014	Repair/replace missing border near floor in room 2.	Delete



#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
138	4/3/2013	1/14/2014	Repair/replace the ripped wallpaper in the hallways throughout the center.	Delete
138	4/3/2013	9/6/2013	Repair/replace the latch on the exit door in room 3 as it does not "catch" to stay close. The children are able to push on the door itself to open it and attempt to get outside.	Delete
138	4/3/2013	10/1/2013	Clean/replace soft material blocks on toy shelf and remove any broken toys in room 1. 8/22/13: broken toys abated - room 1.	Delete
139	4/3/2013	9/6/2013	Clean floor tiles in both bathrooms.	Delete
140	4/3/2013	9/6/2013	Replace missing ceiling tiles in room 4.	Delete
156	4/3/2013	1/14/2014	Repair and paint surfaces (walls, doors, door frames) as need throughout the center.	Delete
156	4/3/2013	1/8/2014	Repair and paint rusting door in room 1.	Delete
157	4/3/2013	10/1/2013	Maintain all indoor garbage receptacles with a cover.	Delete
158	4/3/2013	5/14/2014	Repair/replace the indoor plastic pool (with the balls) in room 2 as the sides are being crushed down and no longer holding it's shape or maintaining durability/integrity. 9/6/13: Remove plastic pool as it has a break in the plastic on the rim.	Delete
158	4/3/2013	10/1/2013	Replace the cribs in room 1 as they do not comply with the new federal standards. Ensure the new cribs are compliant and provide OOL with written documentation .	Delete
165	4/3/2013	9/6/2013	Secure the red play house on the playground as the sides are coming apart.	Delete
179	4/3/2013	12/6/2013	Provide a door knob on the outside of the door leading from the playground into room 1.	Delete
179	4/3/2013	9/6/2013	Cover tarp with mulch as needed throughout the playground to ensure children do not trip.	Delete
179	4/3/2013	9/6/2013	Cover exposed wires that anchor the little tykes climber (outside of room 1) to ensure children do not trip.	Delete
64	4/3/2013	7/10/2013	Submit a written plan of action to OOL outlining the steps the center takes to ensure adequate supervision of all children during the center's bathroom routine.	Delete
3	6/17/2013	6/26/2013	Violation recited: Staff failed to supervise a named child, 12 months old, who was sitting in the mulch and putting the mulch in his mouth.	Delete
4	6/17/2013	6/26/2013	A named staff in room 4 stated that there were 9 children in her care when 10 children were present.	Delete
4	6/17/2013	6/26/2013	Named staff in room 3 did not know how many children were in their care and needed to count them.	Delete
5	6/17/2013	6/26/2013	Room 3 had 14 children: 2 children were under 18 months old, 11 children were between 18 and 30 months old, and 1 child was over 30 months, with 2 staff present. A third staff was required.	Delete
94	6/17/2013	6/17/2013	Lysol spray cans and disinfectant wipes were on the counter within children's reach.	Delete
118	6/17/2013	6/17/2013	a. Room 3 had a book shelf in front of the exit door. b. Room 2 had a high chair folded up and leaning against the exit door.	Delete
164	6/17/2013	4/4/2014	Provide manufacturer documentation to OOL for both pieces of climbing equipment (on the mulched playground side) stating what age group can use the named equipment. The children from rooms 2 ("pre-toddlers") and room 3 were on the playground when a named child, under 18 months of age, was climbing the stairs to one of the named pieces of climbing equipment.	Delete
3	6/17/2013	6/26/2013	Staff failed to supervise a named child, 12 months old, as he was climbing up the stairs on a piece of climbing equipment on the playground. The climbing equipment was not age-appropriate.	Delete
71	6/26/2013	8/23/2013	As a result of a complaint investigation, ensure to complete and maintain daily time sheets for children with arrival and departure times. Although there are sign-in/sign-out sheets for parents, they are not completed by all parents; therefore, implement a system for staff to follow-up and ensure all time sheets are accurate as required.	Delete
4	8/22/2013	9/6/2013	Violation recited: Two named staff in room 3 did not know how many children were in their care and needed to count them.	Delete
5	9/6/2013	10/1/2013	Violation recited: Ensure to maintain staff/child ratios at all times wherein room 4 had 12 children, ages 2 to 5 years old, with one staff present from 7:30 till 8:00 am. A second staff was required.	Delete
			9/11/13: Per the director's request abated 3 violations prior to due date.	Delete
5	11/4/2013	12/6/2013	Violation recited: As a result of a complaint investigation, ensure to maintain staff/child ratios at all times wherein room 1 had 5 children, all under 18 months of age, with one staff present. A second staff was required.	Delete

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
14	11/4/2013	3/21/2014	<p>Violation recited:  As a result of a complaint investigation, ensure center management is aware of and/responsive to the concerns regarding adequate heating and take immediate and necessary remedial action.</p> <p>a. the center's director was unaware that the center was not maintaining the minimum temperature required responding that she was "comfortable."</p> <p>b. the center's sponsor did not follow through with concerns that the center was "too cold" even after receiving a written complaint from a parent of an enrolled infant. The sponsor stated that the thermostat was set on 69 degrees Fahrenheit. However, sponsor was unaware that the gas was not turned on at the center (as they turn the gas off during the warmer months).</p> <p>To abate this violation, provide a written plan of action to OOL as to how the center intends to ensure adequate heating in the future. Written documentation moved to violation #500 on 3/21/14.</p>	Delete
52	11/4/2013	4/4/2014	<p>As a result of a complaint investigation, ensure that the director is able to carry out the director's responsibilities as stated in the Child Care Manual including, but not limited to, access to all documents (such as fire drill logs and children's files) as they are locked in the front office to which the director does not have a key. To abate this violation, provide a written plan of action to OOL as to how the center will ensure that the director will carry out her responsibilities moving forward.</p> <p>4/4/14: Received letter from sponsor stating that the director will now have a key/access to the office.</p>	Delete
102	11/4/2013	3/21/2014	As a result of a complaint investigation, ensure the center has hot water.	Delete
114	11/4/2013	4/4/2014	<p>Violation recited:  As a result of a complaint investigation, conduct and document monthly fire drills.</p>	Delete
148	11/4/2013	11/4/2013	As a result of a complaint investigation, raise the temperature to a minimum of 68 degrees Fahrenheit in all rooms used by children as the thermometer registered temperatures between 61 and 63 degrees in various rooms throughout the center.	Delete
70	4/3/2013	4/4/2014	<p>Interviews with the director and staff revealed that at least 4 staff members took a CPR/First aid class in October of 2013 and that they are waiting for their cards for verification.</p> <p>3/21/2014: Director stated that the sponsor was in contact with the person who conducted the class and that they will email verification ASAP. Director stated that the center would then email the information to OOL.</p> <p>4/4/2014: Sponsor showed email to OOL on phone from center's contact stating that 4 staff took CPR/First Aid class in October 2013. Center is still waiting for the cards.</p>	Delete
500	3/21/2014	4/4/2014	<p>Transferred from violation #14 from 11/4/2013:  Provide a written plan of action to OOL as to how the center intends to ensure adequate heat in the center at all times.</p>	Delete